

15 September 1980

MEMORANDUM FOR: Director of Data Processing
VIA: Inspector General *CAF*
FROM: STATINTL
Chief, Audit Staff
SUBJECT: Audit of Office of Data Processing

1. The Audit Staff has scheduled an audit of the Office of Data Processing for the period 1 July 1978 to 30 September 1980. The audit will cover compliance of activity with applicable laws, policies and regulations; effectiveness and efficiency of operations; and financial and logistical records and procedures.

* 2. The audit is scheduled to begin approximately 6 October 1980. The target date for completion is early December 1980. The audit team will consist of five or six members of the Information Systems Audit Division. STAT
 will be the supervising auditor. We will request a meeting with you prior to the start of the audit.

3. Please indicate your concurrence by signing and returning the original of this memorandum.

STATINTL

CONCUR: *

/s/ Bruce T. Johnson

Director of Data Processing

17 SEP 1980

Date

Distribution:

- Orig. - Signature & Return
- 1 - Addressee
- 1 - O/Compt/BMG

* Kick-off session scheduled for 2:00 pm on 16 Oct. 1980 in 2 D-03.

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Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.

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